

FY2005 CITIZEN CORPS REQUEST FOR PROPOSAL

A. PROGRAM OVERVIEW

In January 2002, President George W. Bush launched USA Freedom Corps. Citizen Corps, a vital component of USA Freedom Corps, was created to help coordinate volunteer activities that will make our communities safer, stronger, and better prepared to respond to any emergency situation. It provides opportunities for people to participate in a range of measures to make their families, their homes, and their communities safer from the threats of crime, terrorism, and disasters of all kinds.

Citizen Corps programs build on the successful efforts that are in place in many communities around the country to prevent crime and respond to emergencies. Programs that started through local innovation are the foundation for Citizen Corps and the national approach to citizen participation in community safety.

Citizen Corps is coordinated nationally by the Office of Domestic Preparedness. In this capacity, ODP works closely with other federal entities, state and local governments, first responders and emergency managers, the volunteer community, and the White House Office of the USA Freedom Corps.

Citizen Corps Councils

*The mission of Citizen Corps is to harness the power of every individual through **education, training, and volunteer service** to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds.*

Currently there are: 55 State/Territory Citizen Corps Councils and 1,472 County/Local Citizen Corps Councils. Approximately 164,401,425 people or 57 % of the total US population are served by the Councils.

Included in this data are the State Citizen Corps Council and the eleven established and registered Citizen Corps Councils in Nebraska.

Additional Citizen Corps program overview and guidance, supporting materials, and resources (to include links to preparedness/educational materials and information on all Citizen Corps programs) are available at www.citizencorps.gov.

B. FUNDING

In November of 2002, Governor Mike Johanns created the Nebraska Citizen Corps Council under the leadership of Lt. Governor Dave Heineman. Following the approval of the Nebraska State Strategy for Citizen Corps Councils, the state council moved quickly to provide available funding to local communities to fund citizen corps council formation and activities at the local level.

Funding is available for local units of government in Nebraska to establish Citizen Corps Councils. FY2005 funding for Citizen Corps is authorized by Public Law 108-90, the Department of Homeland Security Appropriations Act, 2004. The FY 2005 Citizen corps funds will be used to support Citizen Corps Councils with planning, outreach, and management of Citizen Corps programs and activities. The FY 2005 Citizen Corps funds provide the resources necessary for local communities to:

1. Bring together the appropriate leadership to form and sustain a Citizen Corps Council.
2. Develop and implement a plan for the community to engage all citizens in homeland security, community preparedness, and family safety, and incorporate citizen participation in existing plans and activities.
3. Conduct public education and outreach in order to inform the public about their role in crime prevention, mitigation, emergency preparedness for all hazards, public health measures, including bio-terrorism, and to encourage personal responsibility and action.
4. Develop and implement Citizen Corps programs offering training and volunteer opportunities to support emergency management and emergency responders, disaster relief organizations, and community safety efforts, to include: Community Emergency Response Teams (CERT), Neighborhood Watch, Volunteer in Police Service (VIPS), Medical Reserve Corps (MRC), Fire Corps, and Citizen Corps affiliates.
5. Enable citizens to participate in exercises and receive training and equipment.

The Nebraska Emergency Management Agency has been tasked by Governor Johanns to be the lead agency for the receipt and disbursement of the FY05 Appropriations for Citizen Corps programs in Nebraska. NEMA has met with Lt. Governor Heineman and the State Citizen Corps Council and has approved the criteria to distribute funding in support of citizen corps council activities at the local level.

Nebraska has received \$148,836 from FEMA/ODP to continue establishing and enhancing Citizen Corps Councils and Citizen Corps programs across the state. Preference will be given to applications addressing countywide reach.

Based upon the number of applicants and available funds, applications chosen for funding will receive a base dollar amount to cover the program period of October 1, 2004 through March 31, 2007. NEMA will withhold from the base amount, on behalf of the Council, funds to be used towards a statewide training conference inclusive of all Nebraska Citizen Corps Councils.

It is also expected and planned that ALL remaining funds not awarded at the end of the FY2005 program year will be made available, through an application process, to established/registered COMPLIANT Nebraska Citizen Corps Councils that have met or exceeded individual program objectives.

It is anticipated that additional Citizen Corps funding will be made available to all the states in Fiscal Year 2006.

C. ELIGIBLE ORGANIZATIONS

Local governments are eligible to apply. Non-profits may work with a local unit of government on this application; however, the local unit of government must be the legal applicant. Local unit of government is defined as any county, city, village, town, district, Indian tribe, or authorized tribal organization or other political subdivision. This includes any rural community or unincorporated town or village.

Expenditures must advance the Citizen Corps mission to have everyone participate in hometown security through preparedness, training, and volunteer service. In addition to HSGP funding, state and local governments are encouraged to consider all sources of funding, to include private sector funding, to leverage existing materials, to pursue economies of scale and economies of scope in pursuing this mission, and to make expenditures that benefit multiple programs.

D. AUTHORIZED PROGRAM EXPENDITURES

Consistent with SHSP, CCP funding may be used in any of five categories:

1. Planning (to include evaluation, public education/outreach, participation in volunteer programs and activities)
2. Equipment
3. Training
4. Exercises
5. M&A costs associated with implementing and managing CCP.

Expenditures must advance the Citizen Corps mission to have everyone participate in hometown security through preparedness training, exercise, and volunteer service. Please refer to the section *Authorized Program Expenditures* for additional information on authorized and unauthorized expenditures.

Planning

Establish and/or enhance Citizen Corps Councils, to include planning and evaluation. Costs associated with activities to develop and implement a state, regional, local, or tribal Citizen Corps all-hazards strategic plan to engage all the full community in hometown security. Citizen Corps implementation plans are not required to be submitted to ODP, but rather are essential tools to guide new and existing Citizen Corps Councils in achieving their goals and objectives for the community. Citizen Corps implementation plans should include:

- Evaluate the community's existing all-hazards plans, vulnerabilities, needs, and citizen preparedness and participation
- Implement Citizen Corps programs at the community level to support local emergency responders, which include CERT, MRC, Neighborhood Watch, VIPS, Fire Corps, and affiliate programs
- Conduct public education campaigns, including promoting the Ready.gov preparedness message
- Provide training for citizens, trainers, and Council members
- Develop targeted outreach for all ages, ethnic and cultural groups persons with disabilities, and special needs populations
- Provide opportunities for volunteers with special skills and interests
- Ensure residents are connected to emergency-alert systems
- The use of citizens/volunteers for surge capacity
- Organize special projects and community events
- Encourage cooperation and collaboration among community leaders
- Cross-leverage Citizen Corps programs

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- Leverage existing resources, such as SHSP, UASI, and other DHS programs, Special Volunteer Grants from the Corporation for National and Community Service, or those issued at the community level, to include private sector funding
- Capture smart practices, and evaluate and report accomplishments.

In addition, efforts to include public communication and citizen participation in jurisdiction plans, such as EOPs, and to have citizen advocates sit on existing advisory councils and task forces is allowable.

It is also critical to evaluate the impact of Citizen Corps Councils and Citizen Corps programs have on the community. Expenditures to evaluate Citizen Corps Council programs and activities is allowable, to include assessing the effectiveness in engaging citizens, the impact on the community safety and quality of life, and a cost/benefit analysis.

Public Education/Outreach. Citizen Corps Councils may develop or reproduce public education and outreach materials to educate and engage the public; conduct outreach and hold community events; and develop alerts, warning, and communications systems to the public, to include tailored materials and communications to special needs populations.

Allowable expenditures include materials to support a public awareness campaign, media coverage, outreach activities, and public events, such as: public safety announcements; printed advertising; billboards; promotional flyers; booth displays; conference backdrops; podium signs; recognition pieces for Citizen Corps participants; informational buttons, pins, key chains, clothing, badges, and magnets; newsletters, posters, buck slips; ,and other materials that either educate the public, encourage the public to participate, or recognize and support Citizen Corps partners and participants. All materials must include the Citizen Corps logo whenever possible.

Citizen Participation/Volunteer Programs. .One of the goals for Citizen Corps Councils is to provide volunteer service opportunities across all emergency prevention, preparedness and response disciplines, for community safety efforts, and for disaster relief. Citizen Corps funding may be used to establish or enhance volunteer program and volunteer recruitment efforts for Neighborhood Watch, CERT, VIPS, MRC and Fire Corps; for the Citizen Corps affiliate programs; for other homeland security efforts at the state and local level; for outreach and training activities; and to support the Citizen Corps Council.

To assist local communities with engaging volunteers, Citizen Corps funds may be used for costs including but not limited to: 1) recruiting; 2) screening/assessing; 3) training; 4) retaining/motivating; 5) a system to track activities and participants (in compliance with applicable privacy laws); 6) recognizing; 7) evaluating volunteers; 8) the purchase of or subscription to identification/credentialing systems to support the tracking of volunteers.

Equipment

Equipment for citizen participants is critical. Allowable equipment costs include: equipment related to specific training or volunteer assignments and outfitting trainees and volunteers with program-related materials and equipment, e.g. issuing CERT kits, credentials/badges, and identifying clothing.

Training

Training is a central component of the Citizen Corps mission and training funding by these grants can include all-hazards safety such as emergency preparedness; basic first aid; life saving skills; crime prevention and terrorism awareness; public health issues; mitigation/property damage prevention; safety in the home; CERT; search and rescue skills; principles of NIMS/ICS, community relations, volunteer management; any training necessary to participate in volunteer activities; or other training that promotes community safety.

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Training should be delivered in venues throughout the community, to include schools, neighborhoods, places of worship, private sector, NGO, and government locations with specific consideration to include all ages, ethnic and cultural groups, persons with disabilities, and special needs populations. Jurisdictions are also encouraged to incorporate non-traditional methodologies such as the Internet, distance learning, home study, and to leverage existing training provided via educational/professional facilities. Pilot courses and innovative approaches to training citizens are encouraged.

Instruction for trainers and training to support the Citizen Corps Council members in their efforts to manage and coordinate the Citizen Corps mission is also an allowable use of the FY05 Citizen Corps funding.

Allowable costs include: 1) instructor preparation and delivery time (to include overtime costs); 2) hiring of full or part-time staff or contractors/consultants to assist with conducting the training and/or managing the administrative aspects of conducting the training; 3) quality assurance and quality control of information; 4) creation and maintenance of a student database; 5) rental of training facilities; 6) printing course materials to include instructor guides, student manuals, brochures, certificates, handouts, newsletters and postage (although preference is for an electronic newsletter with email addresses as part of the database unless the individuals or areas to be served have limited access to electronic communications); 7) course materials specific to the subject matter, such as instructor guides, student manuals, bandages, gloves, fire extinguishers, mannequins; and 8) outfitting trainees and volunteers with program-related materials and equipment, e.g. issuing CERT kits, credentials/badges, identifying clothing.

Exercises

Exercises specifically designed for or to include citizens are allowable activities and may include testing public warning systems, evacuation/shelter in place capabilities, family/business preparedness, and participating in table-top or full scale emergency responder exercises at the local, state, or national level, to include TOPOFF. Examples of appropriate volunteer citizen support for emergency preparedness and response exercises include, but are not limited to, assisting with planning the exercise, implementation, to include CERT participation, back-filling non-professional tasks for first responders deployed on exercise, administrative and logistical assistance with exercise implementation, and providing simulated victims, press, and members of the public; and participating in the after-action review.

Allowable costs include the costs associated with design, development, and conduct of exercises specifically for citizens or to support the citizen component of emergency responder exercises, to include preparing and debriefing citizens regarding their role in the exercise.

E. APPLICATION REQUIREMENTS

To apply for this grant, all applicants must submit an application including the following:

- ▶▶ 2005 Nebraska State Homeland Security Grant Program Application Worksheets. It is imperative this form is properly filed.
- ▶▶ A Program Narrative. The Program Narrative should be no more than 5 single-sided pages, double spaced, with twelve point or higher font in the following format:
- ▶▶ Summary. Each narrative must include a concise summary of the proposed activities. The summary should include the major objectives and expected outcomes and briefly describe the program structure and activities. Clearly identify the problems and needs the Council will address. Describe how they relate to one or more of the goals of Citizen Corps. Include any relevant data that supports the need.
- ▶▶ Program Design and Activities. Describe the activities to be completed. Include activity title, location, name of partners, specific scopes of work and costs. Include an implementation WORK PLAN with a TIMELINE that indicates the start and end of major activities. Include the formation of your Citizen Corps Council in this time line. (It must be established/registered within 6 months of the grant award.) If you already have an established/registered Council please describe the representation of the Council, your past accomplishments, and future plans for the Council. Please describe any plans for volunteer generation and keeping volunteers engaged during non- emergency times. Describe any plans to address the needs of vulnerable populations, (seniors, low-income, disabled, those for which English is a second language), in regard to times of disaster. Applications should be for a two year program.
- ▶▶ Objectives. Include the intended result of the activities, a method of measuring, impact and/or progress to date, a standard of success, and the number of individuals to benefit. (Estimate the number of volunteers your Council intends to generate and the number of community members your Council intends to serve.)
- ▶▶ Organizational Capacity and Council Sustainability. Describe the applicant's organizational capacity to manage this grant, monitor and report activities. Include information about how the activities will result in a final product, and how projected budget designed to support the scope of work.
- ▶▶ A detailed budget in support of the project worksheet.
- ▶▶ The appropriate authorizing official(s) must sign the Assurances and Certifications forms.

F. OTHER GRANT APPLICATION REQUIREMENTS - IN ORDER TO BE ELIGIBLE TO RECEIVE CITIZEN CORPS FUNDS FOR CERT, LOCAL JURISDICTIONS MUST ESTABLISH A CITIZENS CORPS COUNCIL.

Councils may expend a limited amount of funds outfitting CERT members with hard hats, safety vests, goggles, and gloves. Non-expendable classroom equipment for CERT is limited to 10% of the grant award.

Non-Supplanting Agreement: Entities receiving Citizens Corps FY 2005/2006 grant monies agree not to supplant local funding, or duplicate another federal grant with funding that might result from acceptance of an application submitted in response to this solicitation.

Grant Match Requirements: The *FY2005/2006* Citizen Corps grant program is 100 percent federally funded, with no match required from state or local agencies.

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Estimated CERT training costs from 2004.

Estimated CERT Training expenses:

Trainers (4 per class)	4	\$500.00	\$2,000.00
Class Lunch	2	\$250.00	\$500.00
Rental	1	\$200.00	\$200.00
Rooms	8	\$55.00	\$440.00
Mileage (est 200)	800	\$0.37	\$292.00
Expenses (3 days)	12	\$30.00	\$360.00
		Total	\$3,792.00

Misc Supplies:

Manuals	\$13.00
New Extinguisher	\$17.50
Fire Ext Service	\$80.00
Vests (case)	\$168.00
Eyewear (144 pr)	\$120.00
Hard Hat (case)	\$50.40
Gloves (10 doz)	\$181.00
Swivel Lights	\$5.48
Masks (50 pk)	\$8.98
Name Tags	\$12.00

CERT Training is available on line from two sources. FEMA offers training from EMI at www.training.fema.gov/emiweb/is/is317.asp. The other source is a private vendor, Justice Planning and Management Associates. The web address is www.jpmaweb.com/emergmgmt. Both can reduce the costs associated with training CERT volunteers. This training also allows people to participate without spending inordinate amounts of time in the classroom.

G. UNAUTHORIZED PROGRAM EXPENDITURES

Unauthorized program expenditures include, but may not be limited to:

1. Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc.), general-use computers (other than for allowable activities associated with preparedness or response functions) and related equipment, general-use vehicles, licensing fees, weapons systems and ammunition.
2. Activities unrelated to the completion and implementation of the Citizen Corps programs.
3. Security equipment (handcuffs, etc.)
4. Construction or renovation of facilities.

H. GRANT APPLICATION REVIEW PROCESS

Staff from the Nebraska Emergency Management Agency and the Nebraska Volunteer Service Commission will conduct an initial review of grant applications and make recommendations for funding to the Nebraska State Citizen Corps Council. The Nebraska State Citizen Corps Council will make the final funding decisions.

J. AWARD CRITERIA:

The following criteria will be used to determine priorities for funding:

Factors for Consideration

1. **APPLICANTS ARE REQUIRED TO ESTABLISH/REGISTER A CITIZEN CORPS COUNCIL WITHIN SIX MONTHS OF THE GRANT AWARD.** Applicants are required to establish/register a Citizen Corps Council within six months of the grant award. Each Council should have broad representation, including representatives from emergency management, law enforcement, fire service, EMS, the medical community, local voluntary organizations, and other stakeholders with an interest in the program.
2. Communities that have appointed volunteer coordinators and have demonstrated an ongoing partnership with local voluntary agencies.
3. Communities that identify vulnerable populations or areas that are usually prone to disaster situations and who describe situations and who describe how one or more of the Citizen Corps programs they will implement will mitigate the effects of the disaster.
4. Communities that develop plans to incorporate volunteers into both emergency and non-emergency operations.
5. Communities that have an approved emergency operations plan.
6. Communities that engage volunteer based organizations like Community Action of Nebraska, Volunteer Centers, Red Cross, VOAD, AmeriCorps, Senior Corps, and Learn & Serve.
7. Communities that plan on how they will network with other Citizen Corps Councils.

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8. Communities with a plan for sustaining Citizen Corps activities beyond the grant funds.
9. All other factors being equal, the number (and location) of people that will be served in the jurisdiction by the Council and its programs.
10. Jurisdictions that may be underserved or under-represented because of their location may be considered for funding ahead of other communities that do not meet these criteria.

Once an application is approved for funding, a Cooperative Agreement will be executed and grant funds will be available on a graduated reimbursement basis. No purchases can be made until the applicant and NEMA have signed a Cooperative Agreement.

K. REPORTING REQUIREMENTS

For each grant awarded, applicants must submit semi-annual reports on the activities of the Citizen Corps Council and the progress toward meeting the project objectives as well as financial reports. Applicants chosen for funding will be required to submit two progress reports and two financial reports PER PROGRAM YEAR. The progress reports will be submitted using the existing Biannual Strategy Implementation Report (BSIR) reporting form.. The first report will be due mid- program year and the final report will be due at the completion of each program year. The progress reports MUST be submitted in order for reimbursements to be made. Reporting details and dates will be included in the Cooperative Agreement for those applicants that are selected for funding.

K. APPLICATION SUBMISSION

All applications for Citizen Corps grants must be submitted electronically to:

Nebraska Emergency Management Agency

1300 Military Road

Lincoln, NE 68508

Attention: Jim Bunstock

Applications are due at the Nebraska Emergency Management Agency by February 20, 2005.

Title Page:

2005 Grant Application
Nebraska Citizen Corps Council

Organization/Agency Name*

Organization Address:

State:

Phone:

ZIP:

email:

*Organization/agency must be eligible to receive federal grant monies.

Who is the contact person for this grant?

Name:

Title:

Mailing Address:

State:

Phone:

ZIP:

email:

Who is the local emergency management director?

Name:

Mailing Address:

State:

ZIP: